

Our ref.: 7882-11/DRA-V/IPM

GENEVA, 7 March 2011

Annex: 1

Subject: Informal Planning Meeting on the WMO Voluntary Cooperation Programme (VCP) to be held in Geneva, Switzerland from 11 to 12 April 2011.

Action required: **(a)** To notify the Secretariat, as soon as possible and preferably by **20 March 2011** of your participation or of your designated representative's participation in the above meeting; and **(b)** to forward to the Secretariat relevant information (electronic format) on the contributions of your country to VCP in 2010, including actions of a bi-lateral nature and the expected contribution for 2011.

Dear Sir/Madam,

The next annual Informal Planning Meeting (IPM) on the WMO Voluntary Cooperation Programme (VCP) and related technical cooperation programmes will be held in Geneva, Switzerland, in the WMO Secretariat from 11 to 12 April 2011. The provisional agenda is attached for your information. Please inform us as soon as possible if you have any items to add to the Agenda.

In view of the generous support of your organisation to cooperation activities and taking into account the importance of the coordination and development of VCP and related cooperation activities, I have pleasure in inviting you or your representative to participate in this meeting. As in the past, it is expected that participants will meet their own travel and subsistence expenses. The meeting will be convened in English and the documents will be posted on the WMO VCP web page in due course at <http://www.wmo.int/pages/prog/dra/vcp/eventsandmeetings.php>.

In the event that you do not usually, or cannot this year participate to the IPM, it would nonetheless be appreciated if you could provide a brief report of your development assistance activities to the Secretariat. This will feature in the IPM documentation in order to allow us to obtain a wider perspective on assistance flowing between WMO Members and seek opportunities for synergy and value adding for the benefit of our Members who are challenged to deliver the products and services necessary to support their governments and communities.

To: Permanent Representatives of Members of WMO (limited distribution)

cc: Permanent Missions of these Members to the Office of the United Nations and other international organizations in Geneva (for information)

Consequently, to assist with preparations for the meeting, I would like to request you to provide the Secretariat with information on:

- (a) A summary report on the VCP technical cooperation activities carried out by your country in 2010 and prospects for 2011;
- (b) A brief summary of related bilateral/multilateral technical cooperation activities.
- (c) The estimated financial value of those contributions for VCP in 2010 (USD) through the VCP-Equipment and Services (VCP(ES)), Training/Fellowships and also equipment and services by bilateral/multilateral arrangements;

Reports should be sent electronically to Mr. Francisco Villalpando (FVillalpando@wmo.int) and cc to Ms Salla Himberg (SHimberg@wmo.int).

It would be highly appreciated if you could let me know of your participation in the meeting and forward to me the information on the contributions of your country by **20 March 2011**.

Yours faithfully,

(J. Lengoasa)
For the Secretary-General

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